



ATS Professional Development

2025



Why Professional Development Matters



Career Growth – builds skills for advancement and future opportunities



Stronger Performance – enhances performance and innovation on contract



Adaptability – prepares employees for evolving tools, trends, and challenges



Skill Building – builds skills aligned with team and company goals



Job Satisfaction – boosts confidence, motivation, and sense of purpose



Professional Development Conversation Talking Points

Career Growth

- What do you want to do next?
- What are your short-term and long-term goals?

Skill Development

- What do you want to learn while on the contract?
- What skills do you want to strengthen or build?

Feedback & Growth

- Request feedback on strengths and areas for improvement.

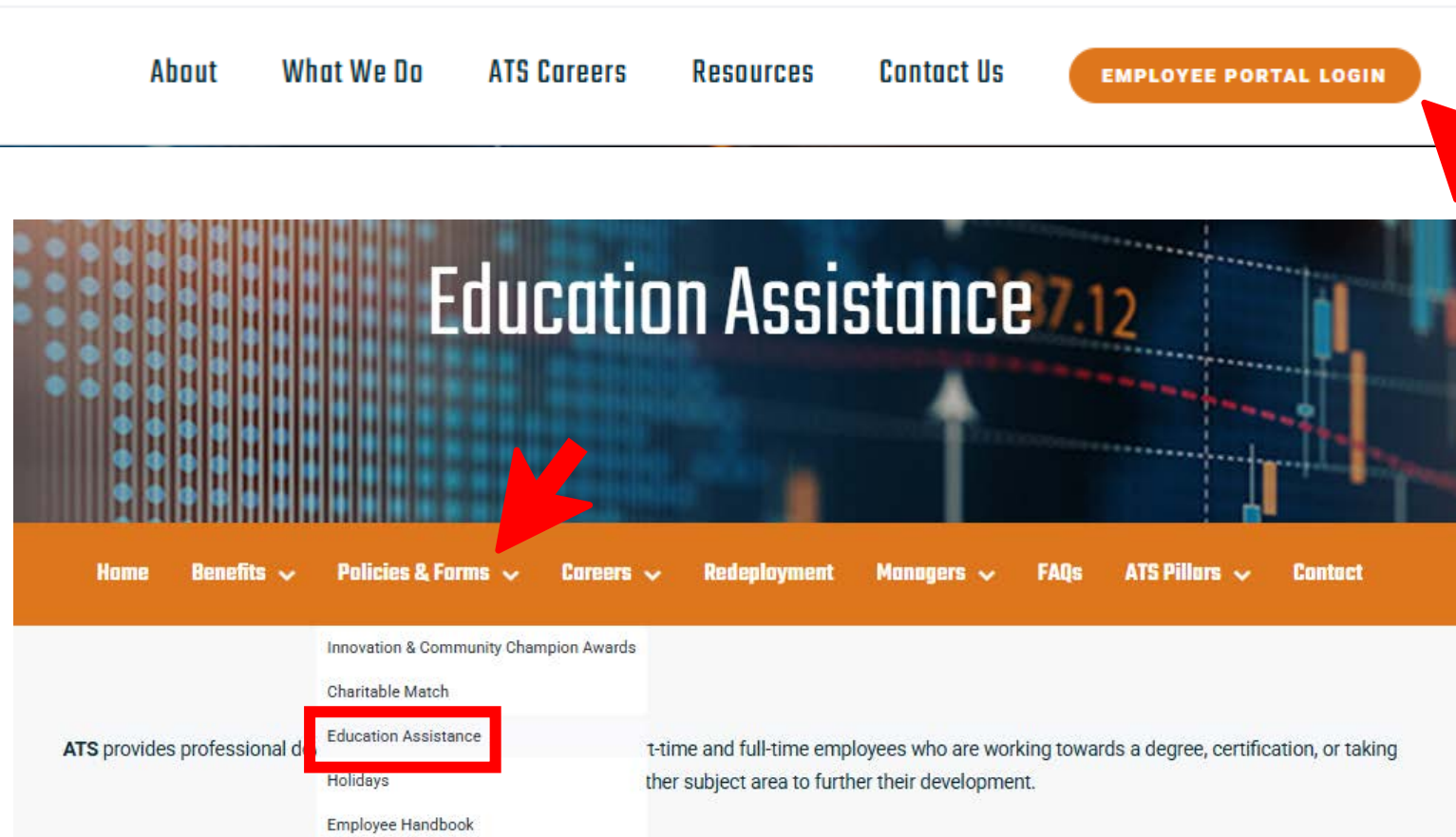
Opportunities & Resources

- What professional training, certifications, or education would help you advance in your career?

Professional Development Process Workflow



Where To Find Professional Development Info?



- Go to ATS' website (<https://acclaimtechnical.com/>)
- Employee Portal Login
- Education Assistance page



PROFESSIONAL DEVELOPMENT REQUEST FORM

Employees must receive approval before any coursework or training begins and will only be reimbursed after providing receipts of expenses and providing proof of completion (where applicable).

STEP 1: PRE-APPROVAL

I, _____, as a regular full-time employee of ATS, wish to participate in the Professional Development program by attending the following training/seminar(s) in pursuit of my career with ATS.

I understand that with approval of this request and upon verification of receipts and course completion (where applicable), I may be reimbursed up to 100% of registration fees, required course materials, related test fees, certification/membership expenses, hours in training, and some domestic travel expenses. This benefit allows for a maximum of \$7,000 per year.

Please check the box that applies:

- ☐ I am currently pursuing a certification/professional membership that relates to my position at ATS.
- ☐ I am taking continuing education credit(s) as it relates to a currently held certification.
- ☐ I wish to attend a conference/seminar that relates to my position and core business at ATS.
- ☐ I am pursuing training that relates to ATS' core business.
- ☐ I am completing training that is required for my job at ATS.

<u>Course</u>	<u>Dates</u>	<u>Cost</u>

Paid Training Time: If you are including labor time as part of your professional development request, please note your total hours requested: _____ hours. The cost of training hours counts towards the total benefit amount. Employees may not exceed a maximum of 40 hours per year. Paid training hours are available for time-bound courses on specific dates where a completion certificate is issued and the training is directly related to your current or future assignments at ATS. In general, self-paced courses done over a long period of time are not eligible for paid training time.

Travel: For professional development requests that involve domestic travel, lodging and transportation qualify as allowable travel expenses and must be supported by receipts. Meals and international travel are not eligible travel expenses.

Reimbursement Funds: Requests for professional development reimbursement must adhere to eligible criteria (included above) and exclude courses covered by tuition reimbursement. Funds allocated for each program (tuition reimbursement vs. professional development) are distinct and cannot be shared or combined.

Purpose of Request: Describe below how the professional development request relates to your current position or future position at ATS.

(Continued from page 1)

Please attach the supporting documentation listed below to this request form and submit it to your manager.

- Description of the course, training, or program
- Cost estimate(s)

I, _____, acknowledge that if I choose to voluntarily leave employment with ATS within one year of receiving any professional development reimbursement, I agree to repay ATS the full amount of reimbursement received during the twelve-month period preceding my last day of work.

Employee Signature/Date

Manager Signature/Date

-----For HR Approval-----

HR Approval: _____ Date: _____

How to Complete A Professional Development Request Form?

- Include employee's name in relevant fields
- Check the box(es) that apply to the PD requested
- List out the PD (course, dates, cost)
- Include paid time training requested, if necessary
- Provide purpose of PD request
- Attach description of PD and cost estimate (link/snapshot accepted)
- Sign and submit the form to HR for review



Helpful Professional Development Reminders

- ✓ Complete ALL PD request form fields before submission to HR
- ✓ Keep all supporting documentation together upon submission
 - o Must be submitted within 30 days of PD completion
- ✓ Things not eligible for reimbursement: meals and international travel
- ✓ Employees may not exceed 40 hours of PD time per year
- ✓ PD will be recouped for employees voluntarily leaving employment within 1 year of receipt (not prorated)
- ✓ No new PD requests will be accepted after Nov 30th
- ✓ Allow 3-5 business days for HR review and approval of PD requests

Practical PD Examples – Part 1

Example – Continuing Education

You want to request continuing education credits toward a certification. If 60 CE's are required every three years, you may be requesting 20 hours this year.

- o **Hours:** 20
- o **Class:** Training available from PMI.org (free)
- o **Cost:** \$2100 in paid training time
- o **Dates:** 3/1/25 – 5/1/25

Example: Conference/Seminar

You want to attend an Industry Cyber Security Conference for 2 days in Florida. You may request the cost of the conference, travel/lodging expenses and hours. ATS will pay for your time at the event but not travel time.

- o **Hours:** 16
- o **Class:** Cyber Security Conference, Orlando FL
- o **Cost:** **\$5380** (\$2500 conference fee + \$1200 travel + \$1680 in paid training time)
- o **Dates:** 5/1/25 – 5/2/25

Practical PD Examples – Part 2

Example: Certification/Membership Renewal

You want to use professional development funds to renew your certifications or pay for your annual professional membership. You can request the cost of this.

- o **Hours:** 0 hours
- o **Class:** CISSP Certification Annual Dues & Annual Membership Fee
- o **Cost:** \$270 (\$135 for each)
- o **Dates:** Annual term (8/1/25 - 7/31/26)

Example: Certification Bootcamp & Exam

You want to take the PMP certification exam. You can request to use your funds to pay for the cost of the exam prep bootcamp and the cost to take the exam.

- o **Hours:** 40 hours for the certification prep course
- o **Class:** PMP Bootcamp and Certification Exam
- o **Cost:** \$6900 (\$2995 cost of the bootcamp and exam + \$3905 in paid training time)
- o **Dates:** 8/4/25 - 8/8/25



Helpful Answers to Commonly Asked Questions

- Consider conferences and industry events.
- Classes/events can be in-person or virtual. International travel is not covered.
- If your requested hours exceed the limit, HR will let you know how many hours are approved.
- It's best to plan early in the year. You can submit requests months in advance.
- When researching a class you are interested in, ask a co-worker or your PM for suggestions.
- You must provide HR with completion documentation, If no certificate is available, a screenshot of completion will be accepted.

Class Summary 2024 (1)

Type/Field	Course	Vendor
Software Engineering	Intro to Python Windows Presentation Framework (WPF)	Learning Tree Int. Pluralsight
System Engineering	Agile Facilitator Scrum Master Scrum Product Owner	Scrum Alliance
Data Engineering	Data Analytics with SQL Data Science Conference AI Bootcamp Data Modeling Bootcamp PowerBI and Fabric Summit	Datacamp Data Science Dojo Data
System Administrator	Red Hat System Admin	Red Hat

Class Summary 2024 (2)

Type/Field	Course	Vendor
Cloud Engineering	AWS Solutions Architect MS Azure Administrator Google AI Essentials and Cloud Security Basics	Amazon Microsoft Google
Network Engineering	Implementing Segment Routing on Cisco	Cisco
Project Management	AI-Powered Project Excellence Applied Generative AI for Digital Transformation Electronic Surveillance	PMI
Cyber Attack Methods and Tools	KAMAT Training	ATS
Targeting	Exterro Forensic Tool Kit	Exterro

Certifications

Type	Vendor
Security+	CompTIA Train ACE – Academy of Computer Education
CASP+	CompTIA
A+	CompTIA
PMP/CAPM	Project Management Institute (PMI)
Competency Modeling	Training Industry Courses
Certified Fraud Examiner	Association of Certified Fraud Examiners

Conferences

Type	Conference Name
Software Engineering	.NET Conference
Hardware Engineering	Focused Ion Beam (FIB) SEM Conference
Cyber Security	DEFCON
Cyber Security	Hack Red Con
Systems Design	DevLearn Conference & Expo
RADACAD Academy	Power BI and Fabric Summit
Project Management Institute (PMI)	PMI Global Summit

Language Professional Development

Type	Course	Vendor
Conference	NAMAS Conference	NAMAS
Conference/Convention	ACTFL Annual Convention and World Languages Expo	American Council on the Teaching of Foreign Languages (ACTFL)
Exam & Certification	ATA Certification Exam and Certification	American Translators Association (ATA)
Membership	ATA Annual Membership	American Translators Association (ATA)
Membership	Grammarly Annual Membership	Grammarly
Training	Russian Language Training	Diplomatic Language Services
Training	Arabic Language Tutoring	ICA Language Services



Questions?

Reach out to your PM to
begin the PD discussion.

